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CENTRAL INTELLIGENCE GROUP

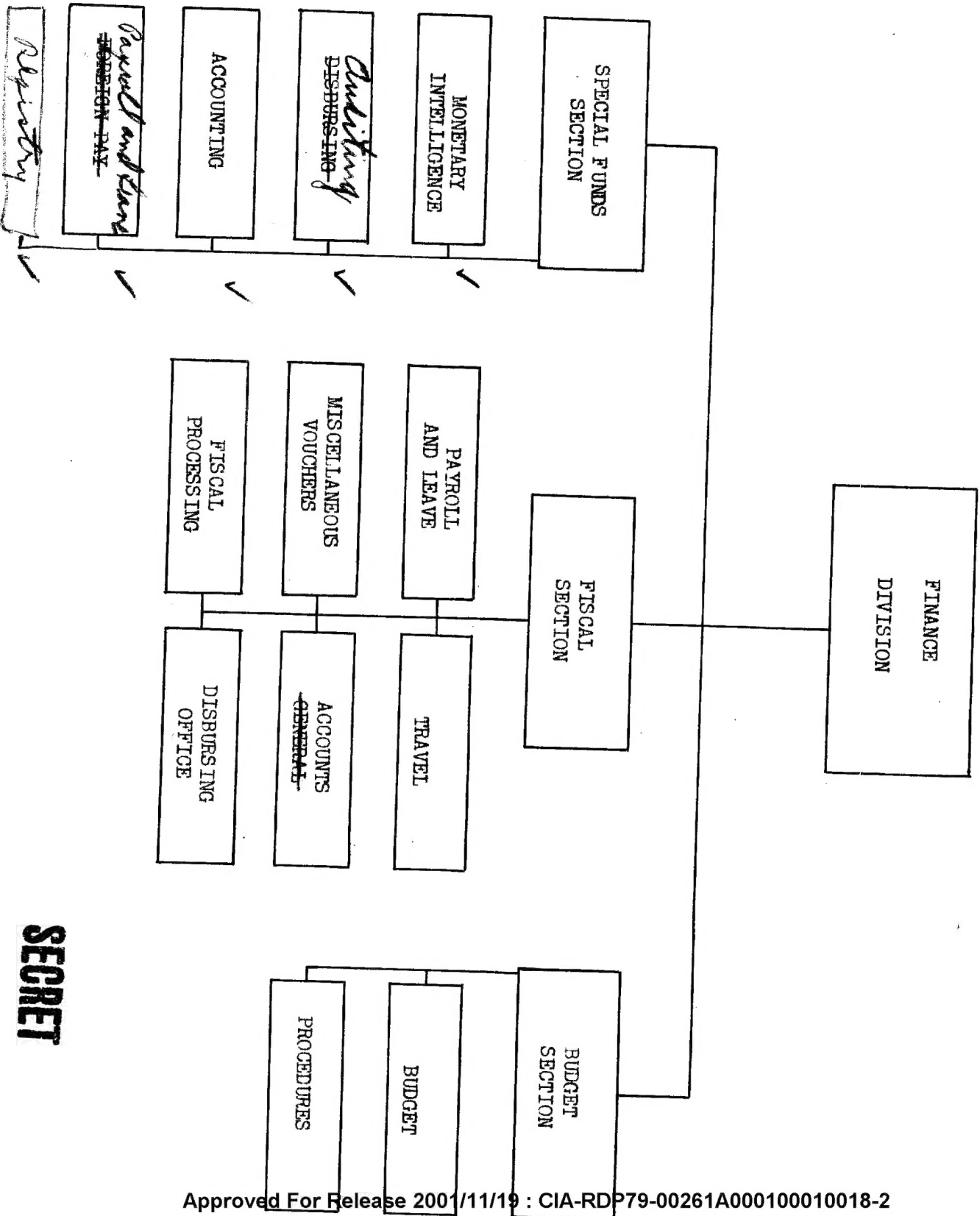
Personnel and Administration Branch

Finance Division

The Finance Division administers the financial program of the Agency, both within the continental United States and overseas; develops plans, procedures and methods for the administration and control of all financial activities including unvouchered funds; maintains liaison with Bureau of Budget, State, War and Navy Departments, and other governmental agencies relating to budgetary and fiscal matters; establishes overall operating procedures; supervises and directs the activities of the Budget, Fiscal and Special Funds Sections.

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

SUMMARY OF PERSONAL SERVICES

	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Office of the Chief			
Budget Section			
Fiscal Section			
Special Funds Section			
Total			

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Office of the Chief

Provides overall supervision and administrative direction of all activities pertaining to the acquisition, control, accounting and disbursement of vouchered and unvouchered funds; coordinates domestic and foreign financial operations; provides for the issuance of instructions and procedures affecting agency financial policy and regulations; directs audits and inspections of service and operating units of the agency relating to financial activities; directs the preparation of estimates and other budgetary data; determines the appropriate use of confidential funds; maintains liaison with other governmental agencies; directs the training of agent officers and disbursing agents for foreign operations; directs and supervises such special financial activities as required by the Chief of Personnel and Administration or the Head of the Agency.

Personal Services

Positions

Manyears

Amount

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Office of the Chief

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CAF-15 ✓				
Ass't Chief	CAF-14 ✓				
Adm. Asst.	CAF-7 8				
Clerk Steno	CAF-6 ✓				
Clerk Steno	CAF-5 ✓				
Fiscal Inspector	CAF-13 ✓				
Fiscal Inspector	CAF-13				
Fiscal Inspector 2 @	CAF-11 ✓				
Fiscal Inspector	CAF-9 ✓				
Total					

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Finance Division

Budget Section

The Budget Section administers the budgetary program of the Agency; prepares the annual budget; establishes and controls the allotment of funds; maintains control over personnel ceilings; studies and investigates the effectiveness of present procedures; approves the installation of new procedures, forms and business systems.

Personal Services

Positions

Manyears

Amount

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CENTRAL INTELLIGENCE GROUP

BUDGET SECTION

OFFICE OF THE CHIEF

Administers the budget program of the Agency; directs and supervises the preparation of the annual budget; consults and advises operating officials in the development of financial programs to insure proper utilization of manpower and funds; supervises control over personnel positions; supervises the issuance of all forms; directs the preparation and installation of new procedures.

Estimates and Funds Control Unit

Prepares annual budget estimates; controls appropriations, apportionments, and allotments of funds, prepares financial and statistical reports required by the War Department, Congressional Committees, and the Bureau of the Budget; reviews procurement documents.

Position Control Unit

Maintains control over personnel ceilings (vouchered, unvouchered, naval and military); prepares personnel reports as required by the Director's Office, Chief of Personnel and Administration, War Dept, Congressional Committees, etc.

Procedures Unit

Studies and analyzes the effectiveness of present procedures; prepares permanent procedures for current and future application; approves and supervises the installation of new procedures, forms and business systems.

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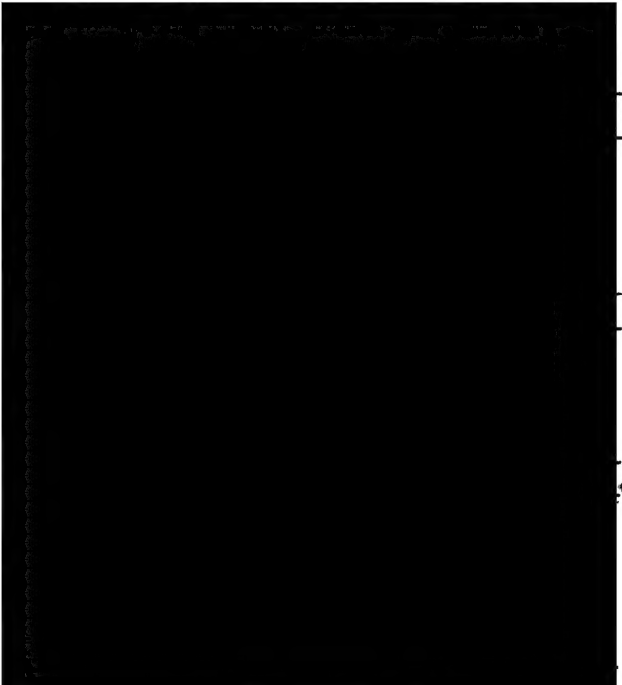
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Personnel and Administration Branch

Finance Division
Office of the Chief

Budget Section

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>	
Chief	CAF-13 ✓					
Ass't Chief	CAF-12 ✓					
Clerk Steno	CAF-5 ✓					
Total						
<u>Estimates and Funds Control</u>						
Chief	CAF-11 ✓					
Budget Analysts	CAF-9 ✓					
Budget Analysts	CAF-7 ✓					
Clerk Steno	CAF-5 ✓					
Total						
<u>Position Control</u>						
Chief (Clerk)	CAF-6 ✓					
Clerk	CAF-5 ✓					
Clerk	CAF-4 ✓					
Total						
<u>Procedures</u>						
Chief	CAF-12 ✓					
Procedures Analyst	CAF-11 ✓					
Procedures Analyst	CAF-9 ✓					
Clerk Steno	CAF-5 ✓					
Total	7 ✓					

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Fiscal Section

The Fiscal Section directs and supervises the activities relating to vouchered financial operations of the agency; such as, coordinating all laws and regulations applicable to the expenditures of vouchered funds, accounting for such funds, processing and auditing vouchers, preparing payrolls, transferring and disbursing funds upon proper authority.

	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Personal Services	<div></div>		
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FISCAL SECTION**SECRET**OFFICE OF THE CHIEF

Provides executive and administrative decisions for the Section; coordinates all laws and regulations applicable to the vouchered financial operations of the agency; handles special financial problems.

Travel

Processes travel vouchers, travel authorizations, advances and transportation requests and vouchers applicable to agency travelers; audits claims of other agencies for reimbursement for travel performed on behalf of this agency.

Accounts

Maintains allotment and distribution ledgers relative to expenditures and receipts; prepares periodic reports on expenditures and obligations; processes all bills, collections, adjustments and transfer and counter warrants.

Miscellaneous Claims

Performs the audit on all miscellaneous claims with respect to validity and correctness; corresponds with claimants incident to the reconciliation and verification of records.

Fiscal Processing

Coordinates flow of incoming work and performs service functions for the Section; maintains files and records of all Fiscal Section documents; serves as training unit for Sections.

Disbursing Office

Effects all payments on behalf of the agency by check or cash resulting in direct charges against agency funds; maintains cash control ledgers and books for reporting and reconciliation with accounts covering special and regular fund disbursements; effects transfers of cash to special officers.

Payroll & Leave

Prepares and audits payrolls; effects salary payments; maintains leave records; records and reports all retirement, bond and income tax deductions; processes financial arrangements relative to overseas personnel and audits all living and quarters allowance payments.

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division
Office of the Chief

Fiscal Section

<u>Title</u>	<u>Grade</u>
Chief	CAF-13 ✓
Ass't Chief	CAF-12 ✓
Clerk Steno	CAF-5 ✓
Clerk	CAF-4
Clerk Steno	CAF-4
Total	

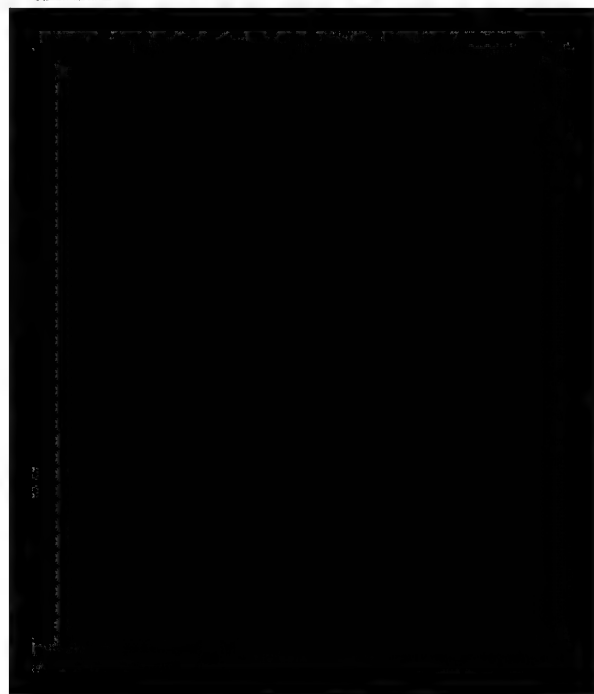
<u>Annual</u> <u>Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
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Pay Roll & Leave

Chief	CAF-9 ✓
Ass't Chief	CAF-7 ✓
Auditor	CAF-7
Clerks	CAF-5 ✓
Clerks	CAF-4 ✓
Clerk Typist	CAF-3 ✓
Total	3 ✓

Travel

Chief	CAF-9 ✓
Ass't Chief	CAF-7 ✓
Auditors	CAF-5
Clerk	CAF-4
Clerk Steno	CAF-4
Clerk Typist	CAF-3
Total	4 ✓



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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division
Accounts General

<u>Title</u>	<u>Grade</u>
Chief	CAF-12 ✓
Ass't Chief	CAF-11 ✓
Adm. Asst.	CAF-9 ✓
Accountants	CAF-7 ✓
Clerks	CAF-5 ✓
Clerks	CAF-4 ✓
Clerk Typist	CAF-3 ✓
Total	

Miscellaneous Vouchers

Chief	CAF-9 ✓
Ass't Chief	CAF-7 ✓
Auditors	CAF-5 ✓
Clerk	CAF-4 ✓
Total	

Disbursing Office

Chief	CAF-12
Adm. Asst.	CAF-9 ✓
Accountant	CAF-7 ✓
Clerk	CAF-5 ✓
Clerk	CAF-4 ✓
Total	

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Fiscal Section (Cont'd)

<u>Annual</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
<u>Salary</u>			



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Fiscal ProcessingFiscal Section (Cont'd)

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CAF-7 ✓				
Ass't Chief	CAF-6 ✓				
Clerk	CAF-5				
Clerk	CAF-4 ✓				
Clerk Typist	CAF-3 ✓				
Total					

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Special Funds Section

The Special Funds Section handles all special funds (confidential funds) for the Agency, including the receipt, custody, use of and accounting for such funds, both within and outside of the Continental limits of the United States.

Personal Services

Positions

Manyears

Amount

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SPECIAL FUNDS SECTION

OFFICE OF THE CHIEF

Provides executive and administrative direction for all special funds functions, both foreign and domestic.

Monetary

Creates and maintains all Special Funds balances abroad; maintains liaison with U.S. Treasury.

Accounting

Maintains permanent accounting records for Washington and field offices; prepares and submits required financial reports.

Disbursing

Maintains liaison with all operating units of the Agency; disburses funds for confidential activities.

Payroll

Prepares payrolls both foreign and domestic; effects salary payments; maintains leave records.

Registry

Collects all file material pertaining to Special Funds activities - both foreign and domestic; maintains cable files; handles pouch material for Section.

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SECRETCENTRAL INTELLIGENCE GROUPPersonnel and Administration BranchFinance Division
Office of the ChiefSpecial Funds Section

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CAF-13 ✓				
Ass't Chief	CAF-12 ✓				
Adm. Off.	CAF-9 ✓				
Adm. Asst.	CAF-9 ✓				
Total					
<u>Monetary</u>					
Chief	CAF-14 ✓				
Clerk	CAF-6 ✓				
Clerk	CAF-6 ✓				
Total					
<u>Accounting</u>					
Chief	CAF-12 ✓				
Ass't Chief	CAF-11 ✓				
Adm. Asst.	CAF-7 ✓				
Clerk	CAF-6 ✓				
Clerk	CAF-6 ✓				
Clerk	CAF-5 ✓				
Clerk	CAF-5 ✓				
Total					

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CENTRAL INTELLIGENCE GROUP

Personnel and Administrative Branch

Finance Division
Payroll

Special Funds Section (Cont'd)

<u>Title</u>	<u>Grade</u>	<u>Annual Salary</u>	<u>Positions</u>	<u>Manyears</u>	<u>Amount</u>
Chief	CAF-7 ✓				
Clerk	CAF-6 ✓				
Clerk-Steno	CAF-5 ✓				
Clerk	CAF-4				
Total					

Disbursing

Chief	CAF-13 ✓
Ass't Chief	CAF-12 ✓
Agent Cashiers	CAF-12 ✓
Adm. Officer	CAF-11 ✓
Adm. Asst.	CAF-7 ✓
Clerk Steno	CAF-4 ✓
Total	

Registry

Clerk	CAF-5 ✓
Clerk	CAF-4 ✓
Total	

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CENTRAL INTELLIGENCE GROUP

Personnel and Administration Branch

Finance Division

Special Funds Section (Cont'd)

(Unvouchered Personnel)

Office of the Chief
Accounting
Office of the Chief
Monetary
Disbursing
Disbursing

Grade
CAF-13
CAF-7
CAF-9
CAF-14
CAF-13
CAF-12

Total

Salary Positions Manyears Amount

25X1A1a

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